

Government of Punjab  
Department of Agriculture  
( Agriculture-I Branch)

To

The Director, Punjab Remote Sensing  
Centre, Punjab Agriculture ~~University~~  
University Campus, Ludhiana-141004, India.

Memo. No. 32/81/95-Agrl. I (V) / 11613  
Chandigarh, dated the 20/8 1996.

Subject:- Formation of Service Rules for the staff of  
PRSC-approval thereof

Reference:- Your letter No. PUNSEN-95/1313, dated 9-10-95.  
Government approval/consent is hereby accorded

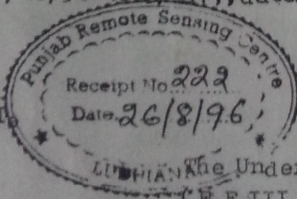
for adopting service conditions for staff of Punjab Remote Sensing  
Centre as proposed by you vide letter under reference on the  
clarification that the Punjab Government will not be bound to give  
a specific amount of grant-in-aid every year to P.R.S.C.. The specific  
questions of grant-in-aid every year will have to be discussed by  
the Punjab Remote Sensing Centre with the Government, like other  
societies seeking grant from the Government of Punjab.

2. This approval issues with the consent of Finance  
department conveyed vide their I.D.No. 7/68/96-4FE3/597, dated 1.8.96.

*Indira Sharma*  
Under Secretary to Govt. Punjab,  
Agriculture Department.

A copy is forwarded to the Under Secretary, Finance  
(S) to Govt. Punjab for information with reference to his I.D.No.  
7/68/96-4FE3/597, dated 1-8-1996.

*Sd/-*  
Under Secretary to Govt. Punjab,  
Agriculture Department.



I.D.No. 32/81/95-Agrl. I (V) /

Chandigarh, dated 1996.

## SERVICE CONDITIONS FOR STAFF OF PUNJAB REMOTE SENSING CENTRE

### 1. Definitions

In these rules, unless the context otherwise requires:

- (a) "Act" means the Societies Registration Act No. XXI of 1860.
- (b) "Appointing authority" means the authority competent to make appointments to various categories of posts in the Centre.
- (c) "Average pay" means the average monthly pay earned during the 10 complete months immediately preceding the month in which the event occurs which necessitates the calculations of average pay.
- (d) "Centre" means the Punjab Remote Sensing Centre.
- (e) "Chairman" means the Chairman of the Centre.
- (f) "Director" means the Director of the Centre.
- (g) "Duty" includes service as a probationer or apprentice provided that such service is followed by confirmation without a break.
- (h) "Earned leave" means leave earned in respect of period spent on duty.
- (i) "Employee" means a person employed on any post under the Centre and includes officers, scientists and other employees on foreign service with the Centre.
- (j) "Government" means the Government of the State of Punjab.
- (k) "Grade A", "Grade B" and "Grade C" shall carry the same meaning as assigned to them in the rules relating to the appointment of employees of the Centre other than Scientists.
- (l) "Leave" includes earned leave, maternity leave, leave not due, half pay leave, commuted leave, leave preparatory to retirement, hospital leave and extraordinary leave but does not include casual leave.
- (m) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and including special pay or a personal pay, if any, but not other allowances.

- (n) "Recognised university or institution" means:
- (i) any university or institution incorporated by law in any of the State or Union Territory of India; or
  - (ii) any other university or institution which is declared by the Government to be a recognised university or institution for the purposes of these rules.
- (o) "Service" means the whole period of continuous service including periods spent on leave.

## 2. Appointment

Recruitment to the various posts under the Centre shall be made by any one or more of the following method:

- (i) By direct appointment, or
- (i) By transfer, or
- (iii) By promotion of existing personnel of the Centre or
- (iv) By deputation from Government or any educational/scientific/research Institution

## 3. Age of Entry in the Service

- (a) No person shall be recruited to the service by direct appointment if he is less than 18 years or is more than thirty years of age in the case of non-technical posts and 33 years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government or the Centre from time to time;

Provided that the upper age limit may be relaxed upto forty-five years in case of persons already in the employment of the Punjab Government, any other State Government, or the Government of India;

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time;

- (b) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (c) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
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- (d) An employee shall make a declaration of his age to the appointing authority at the time of his entry into service based on Matriculation Certificate and in the case of non-Matriculates, such other documentary proof as may be acceptable to the authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever, except in case of clerical mistake.

4. **Age of Retirement**

- (a) All employees of the Centre shall retire from its service on the afternoon of the last day of the month in which they attain the age of 60 years, provided that nothing in this clause shall apply to any technical or scientific personnel appointed for a specific period under a contract.

Provided that the Chairman may re-employ an employee up to the age of 63 years.

Provided further that under certain circumstances the Centre may re-employ technical or scientific personnel on contract basis for a further period of two years after attaining the age of 63 years.

(b) **Voluntary Retirement**

- (i) An employee of the Centre who has put in not less than 20 years service or has attained the age of 50 years, by giving notice of three months or a shorter period as may be permitted by the appointing authority in writing may retire from service voluntarily.
- (ii) The notice of voluntary retirement given under (i) above shall require acceptance by the appointing authority who may generally give acceptance in all cases except those in which disciplinary proceedings are pending or contemplated against the employee concerned for imposition of a major penalty as mentioned in sub clauses d, e & f of clause 14 (Penalties) of the rules.
- (iii) Where the permission of the appointing authority for voluntary retirement is not conveyed to the employee of the Centre before the expiry of the period of the said notice, the retirement shall become effective from the date of the expiry of the said notice except where disciplinary proceedings are pending against an employee for imposition of a penalty.

- (iv) An employee who has given notice for voluntary retirement under sub clause (i) above, shall be precluded from withdrawing the notice unless the withdrawal is made before the intended date of his retirement and has the prior approval of the Chairman.

Provided further that this will be allowed not more than once during entire service.

- (v) An employee who retired under sub clause (b)(i) above shall be allowed gratuity by the appointing authority as admissible under the rules, in recognition of the service rendered by him. While granting gratuity to an employee of the Centre retiring voluntarily under these provisions, his qualifying service as on the date of intended retirement shall be increased by a period five years or the remaining period of service till the attainment of age of superannuation, whichever is less, so however, that the total qualifying service of the employee as increased shall not in any case exceed 33 years or the period of qualifying service, which the employee would have completed had he retired on the date of his superannuation, whichever be less.

Provided that gratuity of employee retiring under these provisions shall be based on the emoluments as per provisions of the Punjab Civil Services Rules, Vol. II and the increase in his qualifying service shall not entitle him to any notional fixation of pay for purpose of calculating gratuity.

- Note** 1. If an employee retires while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave shall be recovered as provided in rule 8.11(d) of the Punjab Civil Services Rules, Volume I, Part I.
2. In computing the notice period of three months referred to in sub-clause (b)(i), the date of service of notice and the date of its expiry shall be excluded.

#### 5. Number of posts

The number of posts of employees of the Centre shall be such as may be determined by the Chairman with the approval of the Governing Body provided that nothing in this clause shall affect the inherent right of the Centre to make subsequent additions to or alternations in the strength of each class of posts whether temporarily or permanently.

## 6. Emoluments

- (1) The grades of pay of employees of the Centre shall be such as may be determined by the Governing Body provided that nothing in this clause shall affect the inherent right of the Centre to revise the sanctioned emoluments of any post at any time without adversely affecting an employee of the Centre already holding such a post.
- (2) On the recommendations of the selection committee, the appointing authority may sanction a higher start than the minimum of the grade on first appointment.
- (3) The appointing authority in exceptional cases may sanction advance increments to the employees of the Centre in recognition of good work with the approval of the Chairman.
- (4) An employee of the Centre may be permitted to accept remuneration/ allowance for work done other than on the business of the Centre, on such terms and conditions as may be approved by the Chairman.

## 7. Qualifications

- (a) The academic and other qualifications and experience of the Director and Scientists of the Centre shall be such as may be laid down by the Governing Body.
- (b) The academic and other qualifications and experience for the employees other than Scientists of the Centre shall be such as may be laid down by the appointing authority with the approval of the Chairman.

Provided that the appointing authority may with the approval of the Chairman relax qualifications in exceptional cases.

- (c) An employee of the Centre, notwithstanding any other provision contained in these rules may be required to pass such tests as may be prescribed by the Chairman from time to time whether during the period of probation or thereafter. The Chairman, may, however, exempt an employee from passing the test/tests.

## 8. Medical certificate of fitness on first entry in the service of the Centre

- (1) Every employee of the Centre except those covered under sub-clause (4) of this clause, unless specifically exempted by the appointing authority, on his first appointment to a post in the Centre, shall produce a certificate of medical fitness from the Civil Surgeon of a district or such other medical officer who is authorised to issue medical fitness certificate or from a medical expert approved by the Chairman.
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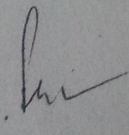
In case of doubt, the Chairman may refer him to a medical board for examining the medical fitness of the employee. This may be done either on the receipt of the report of the Civil Surgeon or on an application made by the concerned employee.

- (2) The standard of medical fitness shall be as may be prescribed by the Chairman.
- (3) An employee of the Centre not found medically fit by the Medical Board or the Medical Officer or any other medical expert approved by the Chairman for this purpose shall cease to be in the employ of the Centre. The employee concerned shall have a right of appeal to an Appellate Medical Board to be constituted by the Chairman for this purpose. All costs in connection with the re-examination of the employee concerned shall be borne by the employee himself unless he is declared fit by the Appellate Medical Board.
- (4) The following classes of employees shall be exempted from producing medical certificate of fitness:
  - (i) All employees on deputation with the Centre and
  - (ii) Employees firstly recruited on deputation and subsequently absorbed in the Centre.
- (5) The appointing authority may in its discretion extend the period prescribed for the medical test of fitness.

#### 9. Probation

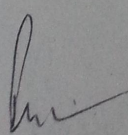
- (1) A person appointed to any post in the Centre shall remain on probation for a period of two years if recruited by direct recruitment and one year if appointed otherwise:

Provided that-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) Any period of officiating appointment to the service shall be reckoned as period spent on probation; and
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- (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any prescribed in Service Rules within a period not exceeding two and half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the service by direct appointment; and
- (b) if such person is appointed otherwise-
- (i) revert him to his former post; or
- (ii) deal with him in such other manner as the terms & conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-
- (a) if his work and conduct has, in its opinion been satisfactory-
- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily if he is not already confirmed; or
- (ii) declare that he has completed his probation satisfactory, if he is already confirmed; or
- (b) If his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the Departmental examination, if any, specified in the Service Rules,-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
- (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.





## 10. Seniority

The seniority *inter se* of persons appointed to posts in each cadre of a service shall be determined by the length of continuous service on such post in that cadre of the service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit, determined by the selection committee, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the selection committee, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same then by their length of service in their appointments, and if length of service is also the same, an older person shall be senior to a younger person.

*Explanation:* Service rendered by the employees on foreign service with the Centre shall count for seniority provided such employees resign their job in their parent department and agree to be regularly absorbed in the service of the Centre.

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- Note:* 1. Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when, they are regularly appointed keeping in view the dates of such regular appointment.
2. In the case of employees whose period of probation is extended under clause 9 of these rules, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

#### 11. Contributory Provident Fund

Every employee of the Centre shall be entitled to membership of Provident fund in accordance with the Employees Provident Fund and Misc. Provident Fund Act 1952 as amended from time to time.

#### 12. Gratuity

The appointing authority may sanction gratuity to the employee of the Centre as prescribed by the Punjab Government from time to time for its own employees. For any doubt or clarification the decision of the Chairman shall be final.

#### 13. Stipends and annuities to family of an employee who dies while in service

If an employee of the Centre dies while in service, the family of the deceased shall be entitled to the *ex-gratia* grants and other facilities to the extent applicable to the Punjab Government employees. The *ex-gratia* grants and other facilities shall be sanctioned by the appointing authority.

#### 14. Penalties

- (i) The following penalties may, for good and sufficient reasons, be imposed upon any employee of the Centre:-

##### Minor Penalties

- (a) Censure;
- (b) Withholding of increments (with or without cumulative effect) or promotion.
- (c) Recovery from pay of the whole or part of any pecuniary loss caused to the Centre by negligence or breach of orders;

### Major Penalties

- (d) Reduction to a lower post or to a lower stage in the same post;
- (e) Compulsory retirement;
- (f) Removal from the service of the Centre which does not disqualify from future employment;
- (g) Dismissal from the service of the Centre which ordinary disqualifies from future employment.

Provided that where it is proposed to take action as mentioned at (d), (e), (f) and (g) above, in case of an employee on foreign service, a recommendation to that effect shall be made to the parent Department or Government and the parent Department or Government may take such action as it considers necessary on such recommendations.

- (ii) Except where otherwise laid down in the rules, the authority competent to appoint shall be competent to impose any kind of punishment including removal from office on grounds of misconduct, gross inefficiency, etc.
- (iii) No penalty of dismissal, removal or reduction shall be imposed unless the employee has been given a reasonable opportunity of showing causes against the action proposed to be taken in regard to him.
- (iv) The grounds on which it is proposed to take action under clause 14 (d), (e), (f) and (g) shall be reduced to the form of a definite charge or charges which shall be communicated in writing to the employee concerned and he shall be required within reasonable time to state in writing whether he admits the truth of all or any of the charge, what explanation or defence, if any, he has to offer and whether he desires to be heard in person. If he so desires or if the appointing authority so directs, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The person charged shall be entitled to cross-examine the witnesses, to have such witnesses called as he may wish, provided that the officer conducting the enquiry may, for reasons to be recorded in writing, refuse to call any witness. The proceedings shall contain sufficient record of the evidence, and statement of the findings and the grounds thereof.

When it is proposed to take action under sub-clause 14(i) (a), (b) & (c), no order shall be passed imposing a penalty on an employee unless he has been given an adequate opportunity of making any representation that he may desire to make, and such representation, has been taken into consideration.

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Provided that this condition shall not apply in a case where an order based on facts has led to his conviction in a criminal court or an order has been passed superseding him for promotion to a higher post on the ground of his unfitness for that post on account of the existence of unsatisfactory record.

Provided further that the requirements of this rule may, for sufficient reasons to be recorded in writing, be waived where it is not practicable to observe them and where they can be waived without injustice to the employee concerned.

- (v) No employee who is called upon to produce his defence as to charges which form the subject of any enquiry against him, shall be allowed to engage a counsel.
- (vi) In the event of any such order of punishment by the competent authority, the employee concerned shall have the right of appeal to the next higher authority whose decision shall be final.

Explanation: Where the appointing authority is subordinate to the Director, the appellate authority shall be the Director and where the appointing authority is the Director or the Chairman, the appellate authority will be the Chairman or the Governing Body, respectively.

- (vii) In the case of an appeal against an order under clause 14(i), the appellate authority shall consider:-
  - (a) Whether the facts on which the order was passed have been established;
  - (b) Whether the facts established afford sufficient ground for taking action;
  - (c) Whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass orders as it thinks proper.

#### 15. Allowance and leave during suspension

- (1) Notwithstanding the provision of Clause 14 above, the appointing authority or authority subordinate to him may also place an employee under suspension provided that-
  - (a) If the suspension is ordered by an authority who is not the appointing authority, such suspension order will be submitted to the appointing authority who may pass such orders as it deems fit.

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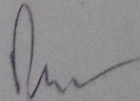
- (b) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- (2) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave salary and dearness allowance (if any), which an employee would have drawn if he had been on leave on half pay;

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first twelve months as follows:-

- (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee.
- (ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the employee.
- (3) No payment shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.
- (4) A suspended person shall not be entitled to any leave during the period of suspension.

#### 16. Pay on reinstatement after suspension

When an employee who was suspended is finally reinstated without any punishment; he shall be entitled to get full pay and allowances for the period of suspension. In the case of his dismissal, payment of allowances will be made in accordance with the rules applicable to Civil Servants of the Punjab State Government.



**17. Increment and efficiency bar**

- (1) An increment shall ordinarily be drawn as a matter of course but the appointing authority shall be competent to withhold increment if the conduct of the employee has not been good or his work not found satisfactory. Where an efficiency bar has been prescribed in a time-scale, the increment next above the efficiency bar shall not be given without the specific sanction of the appointing authority.
- (2) The service rendered on a temporary post shall count for an increment, provided the post carried the same time-scale salary.
- (3) The service during the period of demotion, and the period spent on leave without pay, shall not count for an increment, except when such leave is taken for higher studies, or deputation/foreign service, and but for such leave, deputation/foreign service, the employee would have continued to hold the post.
- (4) The first annual increment to an employee shall be allowed in the normal course unless withheld by the competent authority but the second and subsequent annual increments shall be withheld till he passes the prescribed tests.

**18. Acceptance of work outside the Centre, patent right, remuneration for research work for outside authority, etc.**

An employee shall devote his whole time to the service of the Centre and shall not, without express permission of the appointing authority, engage directly in any trade or business whatsoever or any other work which in the opinion of the appointing authority, may interfere with the proper discharge of his duties.

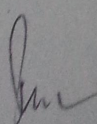
**19. Lien**

The appointing authority may allow an employee of the Centre to be on deputation to an outside agency on such terms and conditions as may be determined by the competent authority in consultation with the foreign employer. No employee of the Centre on deputation with an outside agency shall be allowed to retain a lien on his post for more than two years unless otherwise decided by the Chairman.

**20. Resignation or termination of services**

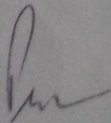
The service of an employee shall be liable to termination on any of the following grounds:

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- (a) Gross negligency in the discharge of duty;
  - (b) Misconduct;
  - (c) Insubordination or any breach of discipline
  - (d) Physical or mental unfitness for the discharge of duty;
  - (e) Any act prejudicial to the Centre or its property;
  - (f) Conviction in a Court of law for offence involving moral turpitude; and
  - (g) Guilty of activity which is anti-secular and which tends to create communal disharmony.
- (2) If a temporary employee, after the expiry of the period of agreement, wishes to resign from service, he shall give one month's notice in writing to the Centre. If the employee fails to give such a notice, the Centre shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month from him in lieu of such notice.
- (3) If the Centre decides to relieve an employee not confirmed in the service, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.
- (4) The Centre can terminate the services of a permanent employee at any time by giving him 3 calendar months notice or by paying him 3 months salary in lieu of notice.
- (5) A permanent employee shall give three months notice or deposit three months' salary in lieu of such notice or for such short period by which the notice period falls short of three months, if he desires to resign:
- Provided that the Chairman may allow a shorter period of notice in exceptional circumstances.
- (6) An employee, before leaving the Centre's service, shall hand over the charge of his post to a duly authorised employee and shall return to the Centre all books, apparatus, furniture, etc., issued to him for his personal use and shall pay up, in full, all the charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the Director shall recover the amount due from him, on account of the above items, from his last salary, other outstanding dues or from the Centre's contributions to his Provident Fund.
- (7) An employee, who is in the occupation of residential accommodation of the Centre, shall be in the status of licensee and shall, on leaving the service of the Centre, vacate the residence allotted to him by the Centre on the expiry of the prescribed period to retain the same. He will also execute an agreement bond.
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- (1) The authority competent to grant leave and hereinafter to be known as the competent authority shall be-
  - (a) Chairman in the case of Director;
  - (b) The Director in the case of all Scientists and other employees of the Centre.
- (2)
  - (a) The earned leave admissible to an employee of the Centre shall be 1/11th of the period spent in the service of the Centre. Earned leave can be accumulated up to 360 days only.
  - (b) Leave preparatory to retirement may be allowed up to 180 days on full pay provided it is due.
- (3) The competent authority may, at its discretion, for any special reason, grant an employee extra-ordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months and shall also not count towards gratuity.

Provided further that the maximum total period for which leave may be granted shall not ordinarily exceed two years. In special cases such leave may be granted up to three years.
- (4) If the employee overstays his leave, he shall forfeit all his salary for the period of overstay and if he overstays for more than one week, his office shall be liable to be declared vacant.
- (5) Leave account of each employee of the Centre shall be maintained.
- (6) Leave cannot be claimed as of right.
- (7)
  - (i) An employee on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.
  - (ii) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule(i) above.
  - (iii) An employee on extraordinary leave is not entitled to any leave salary.





- (8) (i) Casual leave admissible to an employee of the Centre shall be 20 days in the year. It cannot, however, be combined with any other leave but can be combined with holidays, provided that the total period including holidays does not exceed 16 days at a time.
- (ii) Casual leave should always be applied for and got sanctioned before it is availed except in case of emergency.
- (iii) The authority competent to grant casual leave shall be the immediate superior of the employee, but not below the rank of an office Superintendent.
- (iv) An employee of the Centre who has been bitten by a rabid animal may be granted casual leave upto 15 days for anti-rabid treatment. If in a special case leave for more than 15 days is necessary, and the appointment of a substitute is found necessary, one month's additional leave on "average pay or earned leave", as the case may be, granted which shall not be debited against the leave at the credit of the employee. When, however, no substitute is engaged, the entire period of 1-1/2 months leave should be treated as casual leave. Any leave required in excess of 1-1/2 months may be granted under the ordinary rules applicable to the employee concerned.
- (9) A quarantine leave as provided under the Punjab Government rules may also be given to the employees of the Centre.
- (10) Other leave mentioned in clause 1(1), of the rules may be granted to an employee at any time according to the rules of the Punjab State Government and subject to such limitations as competent authority may, in each instance in which such leave is applied for, determine.
- (11) (i) In special circumstances, the Chairman may grant hospital leave to any employee of the Centre while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risks incurred in the course of his official duty.
- (ii) Hospital leave may be granted on leave salary equal to either average pay or half average pay as the authority granting the leave may decide. The period of hospital leave shall be limited to three months on average pay in any period of three years. Hospital leave on half average pay will count for the purpose of this limit as half the amount of leave on average pay. This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible.
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## 22. Maternity leave

- (i) The maximum limit of maternity leave to the female employees shall be 180 days without the necessity of production of a medical certificate. Extension, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due. The other eligibility conditions shall be the same as applicable to Punjab Govt. employees.
- (ii) Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. After availing of maternity leave of 180 days a female employee who cannot get her leave extended by furnishing a medical certificate but desires leave of the kind due including commuted leave in continuation of the maternity leave, may be allowed leave up to a maximum of 60 days without the production of a medical certificate.
- (iii) Maternity leave will not be admissible to a female employee who has three or more children.
- (iv) Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required, can be sanctioned leave of the kind due on the production of medical certificate.

**Note:** Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby subject to the female employee producing a medical certificate from the Civil Surgeon, Senior Medical Officer or any other medical authority as approved by the Director or Chairman as the case may be, to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

## 23. Record of service

- (1) There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his service in the Centre. The file shall contain in particular, a Service Book giving a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The Service Book shall also contain a Leave Account Form for the employee showing a complete record of all leave (except casual leave).
- (2) A confidential reports file shall also be maintained for each employee.

24. Travelling and daily allowance

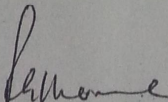
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- (i) The employees of the Centre shall be entitled to travelling and daily allowance as prescribed by the Punjab Government for its own employees till such time as the Governing Body prescribes its own rules.
- (ii) Notwithstanding anything contained in (i) above, the persons invited to attend the meeting of any body of the Centre or any one of the committees of the Centre may be paid T.A./D.A. as approved by the Governing Body from time to time.

25. General

- (1) An employee of the Centre may be called upon to perform any extra work as may be assigned to him in the interest of the Centre.
- (2) Official information obtained in course of employment must not be communicated by any employee to any outsider or to the Press without the permission of appointing authority or the such authority whom the appointing authority may designate.
- (3) The Chairman shall be competent to allot such type of residential accommodation to an employee of the Centre as he deems fit and notwithstanding the provision of sub-clause (7) of clause 20 of these rules, the employee shall vacate such accommodation when called upon to do so by the Chairman.
- (4) The matter regarding conditions of service not covered by the provisions of these rules may be decided in accordance with the rules laid down either by the Punjab Government or the Punjab Agricultural University for their employees at the discretion of the Chairman.
- (5) The character and antecedents of the employee of the Centre, on his first appointment, shall be got verified from the District Magistrate of the district of his domicile or where he has stayed continuously for more than three years before his appointment, as the appointing authority may decide.

Where, however, the appointment is by transfer or on deputation, such verification can be done from the Head of the Office under whom the employee had served.

  
Director  
Punjab Remote Sensing Centre,  
(P.A.U. Campus) Ludhiana.